To: **Conservation Districts**

From: **Cheryl Witt, Grants Program Manager**

Date: **May 20, 2005**

Subject: **FY06-07 Professional Engineering Services Grant Application**

Enclosed is a copy of the FY2006-2007 Professional Engineering Services Grant Application. It is also available on the Commission website: http://www.scc.wa.gov/

At its May 19th meeting, the Conservation Commission authorized the recommendation from the Professional Engineering Grants Program Work Group to make no changes to existing program policy for the FY06-07 PE Grants Program. Existing policy includes the following:

- The PE Services Program needs to meet the legislative intent of providing engineering services to private landowners through conservation districts, and providing technical oversight to district technicians.
- The most efficient and effective way to meet that legislative intent is to have districts cluster together and hire a Washington State Professional Engineer.
- Districts will have the opportunity during the grant application period to reconfigure clusters.
- Clusters without an engineer should actively, and as-soon-as-possible, recruit to get one hired.
- Clusters without an engineer may contract out for engineering services, but only after offering the opportunity to all other cluster engineers.

In order to ensure each cluster has adequate funding, the Commission strongly recommends districts re-configure existing PE clusters to form no more than nine clusters across the state. Nine clusters will result in each receiving $194,000 for the biennium. Funding distributed to more than nine clusters dilutes the funding to a level inadequate to support individual engineers.

FY04-05 CLUSTER CONFIGURATION

Peninsula Cluster	SW Cluster	NW Cluster	CW Cluster	No Central Cluster	Yakima Cluster	Klickitat Cluster	No East Cluster	So East Cluster
Mason*	Lewis*	Skagit*	Pierce*	Kittitas*	S Yakima*	C Klickitat*	Spokane*	Whitman*
Jefferson	Clark	Whidbey Is	Snohomish	Chelan	Moses Lk	E Klickitat	Stevens	Palouse
Clallam	Wahkiakum	Whatcom	King	Foster Creek	Grant	Underwood	Lincoln	Pal Rk Lk
Kitsap	Pacific	San Juan	Thurston	So Douglas	Warden	Benton	Pend Oreille	Pine Creek
	Cowlitz			Okanogan	N Yakima		Ferry	Walla Walla
	Grays Harbor				Franklin			Columbia
								Pomeroy
								Asotin
								Adams

* = Administering District

Flexibility exists for your district to move from one of the suggested clusters on the chart to a different one. As before, the decision on which cluster is up to the district. However, the formation of more than nine clusters is not economically practical.

This funding provides engineering oversight, technical assistance and staff training for the clusters. Previous experience suggests that large projects may require additional funding and support outside this program. We encourage districts to also check into the NRCS TSP (technical service provider) program as a potential way to further leverage the available funds.

For the purposes of this application, your cluster is eligible to apply for $194,000 for the biennium.

If you have any questions, please call me at 360/ 407-6205.

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FORM A. GRANT APPLICATION FACE SHEET PAGE 1 of __

1) Project Name: FY2006-07 Professional Engineering Services Program

2) Conservation District: Name and Address

3) Grant Contact Person: Name, Title, Phone #

4) Federal Tax Identification Number:

5) Project Primary Target: Water Quality Enhancement / Protection

6) List the districts participating in the "Cluster"

7) Project Secondary Target: identify one or more problems that will be addressed by your project.

- ☐ Agricultural Pollution
- ☐ Agricultural Practices
- ☐ Aquatic/Noxious Weeds
- ☐ Domestic Wastewater
- ☐ Fish Barrier
- ☐ Flooding
- ☐ Geological Hazards
- ☐ Habitat
- ☐ Hazardous Materials
- ☐ Hazardous Waste
- ☐ Litter/Illegal Dump Sites
- ☐ Public Access
- ☐ Shorelands
- ☐ Solid Waste
- ☐ Stormwater
- ☐ Water Quality
- ☐ Water Quantity

8) Resource(s) Impacted by Project: select one or more

- ☐ All
- ☐ Estuary
- ☐ Fish
- ☐ Ground Water
- ☐ Lake
- ☐ Land
- ☐ Marine Water
- ☐ Plant Species
- ☐ Public
- ☐ Salmonid
- ☐ Shellfish
- ☐ Shoreline
- ☐ Stream/River
- ☐ Water
- ☐ Watershed
- ☐ Wetland
- ☐ Wildlife

9) Project Activities: select one or more

- ☐ Assessment
- ☐ Construction
- ☐ Design
- ☐ Easement Acquisition
- ☐ Education
- ☐ Engineering
- ☐ Eradication
- ☐ Facility Acquisition
- ☐ Implementation
- ☐ Land Acquisition
- ☐ Maintenance
- ☐ Management
- ☐ Mapping
- ☐ Monitoring
- ☐ Organization
- ☐ Planning
- ☐ Remediation
- ☐ Research
- ☐ Restoration
- ☐ Rights Acquisition

Grant Amount: $194,000

10) Project Duration: Start Date: July 1, 2005 End Date: June 30, 2007

12) District: I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of the district.

Printed Name of Authorized Signatory | **Signature of Authorized Signatory**

Title of Authorized Signatory | **Date Signed**

Instructions: *The FY2006-07 Professional Engineering Services Grant Application Is due June 20, 2005.*
Send one original application to: ***Conservation Commission, Attention: Grant Application, PO Box 47721, Olympia, WA 98504-7721.***

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FORM B. GRANT APPLICATION CHECKLIST PAGE __ of __

Instructions *This checklist is included to help the district and Commission staff keep track of grant application forms. Check boxes when each form is completed. After the application is complete, add page numbers.*

☐ **FORM A: GRANT APPLICATION FACE SHEET**

☐ **FORM B: GRANT APPLICATION CHECKLIST**

☐ **FORM C: MANAGEMENT STANDARDS CERTIFICATION**

☐ **FORM D: GRANT PROCEDURES**

☐ **FORM E: PROJECT WORK PLAN**

☐ **FORM F: GRANT BUDGET**

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FORM C. MANAGEMENT STANDARDS CERTIFICATION PAGE 3 of __

CONSERVATION DISTRICT ELIGIBILITY Professional Engineering Services Grants are available only to districts that demonstrate program and money management ability by meeting the Management Standards adopted by the Commission. A district may deviate from the standards 1) for an approved Reasonable Alternative; or 2) during implementation of an approved Action Plan to meet the standards. (See Conservation District Procedure Manual, Chapter V, Part A) Applications for Commission funding require that current certification forms are on file with the Commission.

Instructions *Complete the Certification Statement in the box below. Check the box that applies to your district. Follow the additional instructions for Boxes 2 and 3.*

MANAGEMENT STANDARDS CERTIFICATION STATEMENT

I certify that the _____ Conservation District

1. ☐ Certification Forms dated _____ are on file with the Commission. The District still meets these requirements.

2. ☐ Money and Program Management Standards Certification forms are included as Attachments C - __ and C - __.

3. ☐ Requests a Deviation from Management Standards. The Deviation from Management Standards Form is included as Attachment C - __.

Signatures:

Printed Name of Authorized Signatory	Signature of Authorized Signatory
Title of Authorized Signatory	Date Signed

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FORM D. GRANT PROCEDURES PAGE __ of __

Professional Engineering Services Grants are administered according to the Grants Administrative Procedures found on the Conservation Commission website at:
http://filecab.scc.wa.gov/index.html?DIR=Procedure_Manual

GRANTS ADMINISTRATIVE PROCEDURES are a set of detailed, over-arching procedures that districts must follow for all grant programs. Examples of administrative procedures include those related to financial management, expenditure reporting, contracting, procurement, records retention, property management, etc. These procedures apply to all Commission grants. Many of them are contained in the General Terms and Conditions section of Commission contracts.

GRANT PROGRAMMATIC PROCEDURES are unique and specific to each individual grant program. Programmatic procedures are always consistent with the Grant Administrative Procedures, but may be stricter. Programmatic procedures may be dictated by the agency or organization that funds a specific grants program. Examples of programmatic procedures include unique grant application and award procedures, limits on expenditures and reimbursements, specific match and cost share requirements, etc.

"Program Procedures" specific to Professional Engineering Services Grants:

- The PE Services Program needs to meet the legislative intent of providing engineering services to private landowners through conservation districts, and providing technical oversight to district technicians.
- The most efficient and effective way to meet that legislative intent is to have districts cluster together and hire a Washington State Professional Engineer.
- Districts will have the opportunity during the grant application period to reconfigure clusters.
- Clusters without an engineer should actively, and as-soon-as-possible, recruit to get one hired.
- Clusters without an engineer may contract out for engineering services, but only after offering the opportunity to all other cluster engineers.

FORM E. PROJECT WORK PLAN PAGE __ of __

INSTRUCTIONS: *The following Scope of Work includes the Ultimate Outcome, Intermediate Outcomes and Tasks that will be included in your grant contract. Fill in the blanks to reflect the district's target numbers.*

Ultimate Outcome 1: Significantly reduce current, and eliminate future, water quality problems resulting from landowners who have non-existent or poor environmental practices.

Intermediate Outcome 1.1: Provide professional engineering services i.e. survey, design, permit assistance, and construction supervision to at least _____ landowners for the installation of at least _____ best management practices (BMPs).

Task 1.1.1 Update the Inter-district Agreement among the conservation districts participating in the Professional Engineering Services Cluster.

* Review the Inter-district Agreement with the participating conservation districts and make any necessary revisions.
* Execute an updated Inter-district Agreement with the participating conservation districts.
* Send a copy of the executed Inter-district Agreement to the Conservation Commission.

Task 1.1.1 Time Frame: Estimated Completion Date: October 15, 2005

* *Inter-district Agreement revised by September 15, 2005.*
* *Inter-district Agreement executed by September 30, 2005.*
* *Copy of Inter district Agreement sent to Conservation Commission by October 15, 2005.*

Task 1.1.2 Coordinate engineering services and oversight of technical assistance for projects within the cluster districts as prioritized by the Board of Directors.

Task 1.1.2 Time Frame: Estimated Completion Date: June 30, 2007

Task 1.1.3 Provide effective project administration and management to maximize successful achievement of outcome.

* Conservation district supervisors will provide overall project direction with day-to-day administration by district staff.
* Progress made on this intermediate outcome will be evaluated by district supervisors at monthly board meetings.
* Report the progress for achieving this intermediate outcome by utilizing the Professional Engineering Services Grant Activity Report Form.

Task 1.1.3 Time Frame: Estimated Completion Date: June 30, 2007

* *The Professional Engineering Service Grant Activity Report for project activities July 1, 2005 through June 30, 2006 will be sent to Conservation Commission by July 10, 2006.*

* *The Professional Engineering Service Grant Activity Report for project activities July 1, 2006 through June 30, 2007 will be sent to Conservation Commission by July 10, 2007.*

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FORM F1. GRANT BUDGET PAGE __ of __

BY FUNDING SOURCE

1. GRANT REQUEST **Total Grant Request 1. $ _____**

2) MATCH – There is no match requirement for this grant.

Contributing Entity	**Type of Match (Cash, in kind, etc.)**	**Amount**

Total Match 2. $_____

TOTAL PROJECT COST (1 + 2) $ _____

BY WORK PLAN ULTIMATE OUTCOMES

Estimate the Total Project Cost (includes Grant Request & Match Amounts) by Ultimate Outcome. Include all the costs of all the Intermediate Outcomes and their respective Tasks it takes to achieve the Ultimate Outcome.

Outcomes:	**Costs**
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
TOTAL	

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FORM F2. GRANT BUDGET PAGE __ of __

BY BUDGET OBJECT	(A) GRANT REQUEST	(B) MATCH	(C) PROJECT TOTAL
SALARIES			
BENEFITS			
TRAVEL			
EQUIPMENT *(specify)*			
GOODS & SERVICES			
CONTRACTS *(specify)*			
OTHER *(specify)*			
OVERHEAD COSTS Use **only one** of the three following methods:			
1) Direct Costing Method			
Salary/Benefits			
Travel			
Equipment *(specify)*			
Goods & Services			
Other *(specify)*			
2) 25% Overhead Method *(No more than 25% of all Salaries/ Benefits)*			
3) 10% Overhead Method *(No more than 10% of Total Grant Amount)*			
TOTALS			